INSTRUCTIONS: PLEASE READ

COVER PAGE:

- 1. For each food product category listed on this page, please indicate the total dollar amount spent by the institution (or its food service management company) on purchasing product via your company during the requested tin
- 2. If other food product categories were purchased that are not listed, use the blanks to add that product category and the total spend.
- 3. The TOTAL value at the bottom should represent all purchases made by the institution (or its food service management company) for the requested time period.

PRODUCT CATEGORY PAGES:

- 1. For the tabs PRODUCE, MILK & DAIRY, MEAT & POULTRY, SEAFOOD, & GRAINS, please provide line item records of products purchased that reflect the columns in the tab:
 - Product Type/Description
 - # of Units
 - Volume Per Unit
 - Total Volume
 - · Cost Per Unit (to institution)
 - Total Cost (to institution)
 - Origin Detail (Example: farm/shipper, brand name)
 - Production Location
- 2. You may provide standard velocity reports if they include all of the above listed information, or you may use the attached sheets to ensure that reports include all requested information.

Food Product Category	Total Spend	
Produce	\$	340
Milk & Dairy	S	- 2
Meat & Poultry	S	
Seafood	\$	
Grains, Legumes & Breads	S	- 1
Condiments & Snacks	\$	-
Prepared Meals	\$	-
Beverages (Non-Alcoholic)	\$	
Other	\$	280
TOTAL	s	12

Product Type	# of Units	Volume Per Unit	Total Volume	Cost Per Unit	Total Cost	Origin Detail (Example: farm/shipper, brand name)	Production Location
ex. Strawberries	100	5 lbs	500 lbs	\$25	\$2,500.00	ABC Berry Growers	Ventura, CA
Total Fruits & Vegetables					\$2,500.00		

3/9/2018
Produce
Attachment - Good Food Purchasing Tracking Template.xlsx
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Product Type	# of Units	Volume Per Unit	Total Volume	Cost Per Unit	Total Cost	Origin Detail (Example: farm/shipper, brand name)	Production Location
ex. Nonfat Milk	100	16 oz	12.5 gal	\$0.50	\$50.00	ABC Dairy	Tulare
Total Milk & Dairy					\$50.00		

3/9/2018
Milk & Dairy
Attachment - Good Food Purchasing Tracking Template.xlsx
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Product Type	# of Units	Volume Per Unit	Total Volume	Cost Per Unit	Total Cost	Origin Detail (Example: farm/shipper, brand name)	Production Location
ex. Chicken breat fillet	100	5 lb	500 lb	\$32	\$3,200.00	ABC Poultry Producer	Modesto, CA
· ·							
Total Meat & Poultry					\$3,200.00		

3/9/2018
Meat & Poultry
Attachment - Good Food Purchasing Tracking Template.xlsx
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Product Type	# of Units	Volume Per Unit	Total Volume	Cost Per Unit	Total Cost	Origin Detail (Example: farm/shipper, brand name)	Production Location
ex. Tuna Ahi Indonesia	100	16 oz	100 lbs	\$11	\$1,050.00	ABC Seafood	Indonesia
otal Seafood					\$1,050.00		

3/9/2018
Seafood
Attachment - Good Food Purchasing Tracking Template.xlsx
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Product Type	# of Units	Volume Per Unit	Total Volume	Cost Per Unit	Total Cost	Origin Detail (Example: farm/shipper, brand name)	Production Location
ex. Lentil Fresh Green	100	5 lb	500 lb	\$12	\$1,200.00	ABC Grain Growers	Palouse, WA
Total Grains & Legumes					\$1,200.00		

3/9/2018
Grains & Legumes
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